

## 2020-21 Dragon Cheer Booster Club Reimbursement & Check Request Form

Please submit this completed form and the receipts or bills, as applicable, to Kenda Bevill, Cheer Booster Treasurer cell: (214)957-8025 mail: kendabevill@yahoo.com address: 406 Bryn Meadows, Southlake, 76092 *Thank you!*

Date \_\_\_\_\_ Your Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Committee/Event Name \_\_\_\_\_

Please indicate whether this is a **REIMBURSEMENT** or **CHECK REQUEST**

Address where check can be mailed \_\_\_\_\_

\_\_\_\_\_

Amount Requested \$ \_\_\_\_\_

Make Check Payable to \_\_\_\_\_

Details (briefly note what was/will be purchased and why) \_\_\_\_\_

\_\_\_\_\_

Please attach all receipts or bills, as applicable. **On the receipts, please circle each amount for which reimbursement is being requested.**

The Cheer Booster Club does **not** reimburse sales tax so please get a "not for profit" tax identification form prior to making any purchases.

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(For accounting purposes only)

Account Debited \_\_\_\_\_

Check Date \_\_\_\_\_ Check Number \_\_\_\_\_ Amount \$ \_\_\_\_\_

**\*\*Reimbursement Form must be submitted within 60 days of the transaction date\*\***